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**DEPARTMENT  
POLICY****Effective Date****January 1, 2011**

The Systematic Alien Verification for Entitlements (SAVE) Program enables federal, state, local government agencies and licensing bureaus to obtain immigration status information needed to determine a noncitizen applicant's eligibility for many public benefits. The SAVE Program is an intergovernmental information-sharing initiative designed to aid eligibility specialists in determining a noncitizen applicant's immigration status. This will ensure that only entitled noncitizen applicants receive federal, state, or local public benefits. The SAVE Program is an information service which benefits issuing agencies, institutions, licensing bureaus, and other entities. The SAVE Program does not make a determination on noncitizen applicant's eligibility for a specific benefit or license.

**All Programs**

Determine alien status of noncitizens according to BEM 225. Apply the SAVE process at intake or the next time active programs are processed. When the SAVE box is not checked, additional screens are required to complete the SAVE process.

**PROCESS**

The SAVE process is applied in Bridges when the specialist is prompted to complete the Alien Details. Document all information in Bridges that is obtained from the noncitizen. Validation of the verification information is obtained from SAVE at three levels. Ninety percent of all requests are resolved in 3-5 seconds at the first level. Clarification or further information is submitted for some cases at the second level; resolution may take 3-5 federal working days. Few inquiries require the third level which takes 10-20 federal working days to resolve.

Record all Alien Details in Bridges that the client either reports and/or is supported by documentation. Data required is determined by the selection of the status, document type, verification as each is entered; see Verification Sources in BEM 225.

Benefits may be approved while the SAVE is pending. However, if the final response from SAVE does not validate the client's status as reported, the Bridges specialist must change the client's status

to match the SAVE response and proceed with Eligibility Determination and Benefit Calculation (EDBC) of all active types of assistance.

## SAVE Response

The SAVE response screen begins with the display of Individual information entered in alien details. The three levels of SAVE are enabled as needed in the process.

### Level 1

The Bridges specialist must submit initial verification at Level 1.

Within 3-5 seconds the SAVE response fills the data fields to complete Level 1. See table for possible responses and necessary action:

RESPONSE to LEVEL 1	ACTION
Eligibility status is confirmed	SAVE indicator is checked. No further action needed by specialist.
Submitted verification requires correction	Correct document, number or additional verification and submit corrected verification.
Institute Additional Verification	Proceed to Level 2.

**Note:** When the Class of Admission code found for the noncitizen indicates a student or exchange visitor the individual alien type/document is automatically changed to non-immigrant and SAVE is not applied.

### Level 2

When the initial verification could not conclusively determine the alien status electronically, the secondary verification prompts SAVE to perform a manual search of the client's status. The Bridges specialist must submit second verification when Level 2 is enabled. See table for possible responses and necessary action:

RESPONSE to LEVEL 2	ACTION
Eligibility status is confirmed with G845 Major Code other than 13, 14, 15 or 16.	SAVE indicator is checked. No further action needed by specialist.
G845 Major Code is 13, 14, 15 or 16.	Bridges will request G-845 from SAVE. Task/reminder is generated for specialist to view the G-845. Proceed to Level 3.

**Level 3**

When Level 2 verification could not conclusively determine the individual's alien status due to interference in the interface with SAVE, the Bridges specialist must submit the G-845 with copies of the client's documentation by mail. Navigate to the SAVE response screen and view the G-845. Print, complete items 7-12 and retain a copy of the G-845 in the case file. Mail the original with copies of the documents to:

U.S. Citizenship and Immigration Services

10 Fountain Plaza, 3rd Floor

Buffalo, NY 14202

Attn.: Immigration Status Verification Unit

See table for possible responses and necessary action:

RESPONSE to LEVEL 3	ACTION
Eligibility status is confirmed with G845 Major Code other than 12.	SAVE indicator is checked. No further action needed by specialist.
G845 Major Code is 12a, b or c.	Task/reminder is generated for specialist to review the SAVE response and change the alien type to undocumented alien. Complete verification.

The SAVE process may be complete at any of the three levels. One of the following will result:

1. Client's status is confirmed, SAVE indicator is checked and eligibility status is sustained.
2. Specialist changes client's alien status to undocumented alien, clicks button to complete verification and proceeds with Eligibility Determination Benefit Calculation (EDBC) of all active types of assistance.
3. SAVE response indicates non-immigrant status and SAVE is not applicable.

**LEGAL BASE**

Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. No. 104-193, 100 Stat. 2105 as amended.

Immigration Reform and Control Act of 1986, Pub. L. No 99-603, 100 Stat 3359 as amended.

Illegal Immigration Reform and Immigrant Responsibility Act of  
1996

P.L. 104-208

**JOINT POLICY  
DEVELOPMENT**

*Medicaid, Adult Medical Program (AMP) , Transitional Medical Assistance (TMA/TMA-Plus), and Maternity Outpatient Medical Services (MOMS) policy has been developed jointly by the Department of Community Health (DCH) and the Department of Human Services (DHS).*